



## **Terms of Reference**

### **International Consultant for conducting the phase II of the Training of Trainer program for Government Officials ICTA/SG2/GOSL/CON/IC/2017/005**

#### **1.0 Introduction:**

Information and Communication Technology Agency of Sri Lanka (ICTA) is the single apex government institution, responsible for formulating policies and implementing projects towards digital development of the country. With an aim of fully leveraging the benefit of digital technologies in every sector of the country, ICTA commenced implementation of 'Digitizing the Economy' initiative in 2016. The initiative focuses on rapidly developing the countrywide digital infrastructure and connectivity, transformation of the government service delivery process and empowering the citizens for enabling them to effectively use the benefits of digitization, irrespective of the geographical, knowledge and economic disparities.

To ensure the successful implementation and achievement of desired development results/ outcomes of the county digitizing effort, establishing strong collaboration with partner organizations is a precondition. Without having effective engagement, ownership and participation of stakeholders throughout the process from the project design to completion, achievement of expected results especially development outcomes cannot be guaranteed. However, in development projects, it is proven fact that stakeholders can be engaged in the development process, from project designing to evaluation stage, through establishing a participatory M&E system.

With an aim of measuring the results of digitization process, ICTA already established a comprehensive Results Based M&E system across all the projects and programs. As an integral part of this M&E system, ICTA projects require gathering diverse data with broad coverage first to establish baselines and then to measure outcomes and impact. The dedicated Monitoring and Evaluation (M&E) unit of ICTA leads the entire M&E process with the active participation of respective program staff. As part of the M&E process ICTA also promotes stakeholder engagement in every aspect of the projects and use participatory approaches in project design and measuring results. Based on the knowledge acquired and lessons learned through implementing M&E with various development partners specially with the world bank, ICTA was able to significantly contribute to the attempt made by the DPMM to implement government wide M&E.

DPMM is currently engaged in finalizing the national evaluation policy and trying to introduce results based M&E across the government. As part of the government wide M&E approach, the projects implemented by various government organizations are subjected to be monitored under DPMM. As a result, it is expected that M&E practice and usage in government organizations will be increased and it will be an advantage for ICTA to effectively manage the results of the digitization process. On the other hand, to ensure reliability and effectiveness, ICTA is assisting DPMM to improve ICT usage in the M&E process of the government development projects.

#### **2.0 Objectives of the Training**

To promote the evaluation practice and culture in the government organizations so that the country will have a strong pool of trainers who can train other officials at the public and private sector as and when needed. In the longer term this initiative will help in cascading down the knowledge to a wider audience at National and Sub-

national levels and other public entities facilitating Integrated Results Based Management and monitoring and evaluation.

## **2.1 Specific objectives**

To conduct a five day residential training workshop (Training of Trainer (ToT) program) targeting government officials who are practicing evaluation, with the aim of enhancing monitoring and evaluation capacity of the line ministries and other relevant government organizations in Sri Lanka. The selected officials have undergone a basic training in M&E and are prepared to obtain advanced training in M&E with the aim of being groomed as M&E trainers.

## **3.0 Scope of the assignment and task to be carried out:**

ICTA intends to hire an International consultant for conducting the ToT program on evaluation and the consultant is expected to design and carry out a tailor made 5 day residential training workshop for government officials. As an outcome of the training programs, the trainees will be able to act as evaluation trainers who can conduct training programs to government officials at different level in a cascade model.

### **3.1 Time Frame and Venue**

ToT workshop - Duration of training will be 5 (five) days. Workshop is expected to be conducted in 2017. Trainer is expected to specify possible dates in the response.

### **3.2 Desired Workshop Methodology for ToT**

The aim of this workshop is to expose participants to the range of methodologies and techniques that can help turn the delivery of M&E training into participatory, high-impact and memorable learning experience. Emphasis is on developing and applying active and learner centered methodologies such as brainstorming sessions, group exercises and simulations to reinforce learning. The workshop will be highly participatory and practical oriented, focusing on techniques, tools and tips of managing training sessions, with participants themselves. Participatory approach and dynamic role play will be applied during training sessions and the participants will receive copies of the workshop program, required manuals/guidelines and background materials, outline of learning objectives, activities, handouts, and exercises.

Design Interactive Exercises - Design a range of realistic interactive exercises, including “hands-on” practice of skills, to support course content and objectives.

### **3.3 Materials to be used:**

Visual aids (PowerPoint, video, others); Printed materials (workshop book, handbooks, manuals, handouts); Exercise materials, colour cards, pin boards (ICTA will provide the materials in consultation with the Training consultant)

### **3.4 Tasks and Obligations of the Consultant**

- Act as Lead Facilitator for the Course
- Ensure that administrative norms such as schedules, breaks, timeliness etc are understood and adhered to;
- Ensure that the workshop sessions are linked together and integrated;
- Coordinate day-to-day activities of the workshop, including briefing, supporting and coordinating other workshop resource persons and facilitators;
- Facilitate and run various exercises relating to the subject material;
- Facilitate and lead group discussions related to the workshop material;

- Establish and maintain a learning atmosphere characterized by intellectual inquiry and openness, mutual respect and fun;
- As necessary, and in cooperation with ICTA staff, liaise with venue staff to ensure appropriate standards of facilities and troubleshoot minor problems;
- Facilitate a final session designed to evaluate participant learning in the course, and/or collect participant evaluation input relating to the course.

### **3.5 ICTA will be responsible for the following:**

- Identification of overall planning factors (dates, locations and facilitators) needed at the earliest stage possible;
- Determining overall course objectives (in consultation with the training consultant);
- Determining and coordinate workshop participation;
- Determining expert resource persons needed (in consultation with the training consultant);
- Providing overall coordination and liaison among resource persons, partners and service providers
- Identifying suitable facilities for conducting the workshops (in consultation with the contractor).
- Specific timing and venue of each workshop will be determined in consultation with the training consultant at the earliest stage possible.
- Making payments for meeting facilities- the selected training consultant will not be responsible for payments to hotels and other training venues.

Facilitation and production of materials will be in English.

ICTA reserves the right to cancel the proposed workshop; in this event the contractor will be apprised as early as possible.

## **4.0 Trainer's Profile**

Trainer should be a practitioner with strong training background, either from local, national, regional, or international governmental or nongovernmental organizations, or free lancers working in the field of evaluation training

### **4.1 Minimum qualification and competencies required**

- Master degree or higher educational qualification in a relevant field of study
- Strong technical knowledge of Evaluation [at least 10 years of experience in evaluation]
- Work experience with implementation of evaluations
- Work experience with implementation of evaluation training
- Excellent Analytical and research skills in quantitative and qualitative techniques
- Excellent communication and facilitation skills in English is required
- Excellent writing skills in English is required
- Ability to effectively manage a large group of people with different levels of knowledge
- Ability to easily adapt to different cultural contexts

## 5.0 Deliverables and payment schedule

	<b>Tasks</b>	<b>Time Frame</b>	<b>Payment Schedule</b>
1	Inception Report which should include workshop and agenda, training methodology, tools and materials to be used, evaluation criteria to be used, presentation material to be used including PowerPoint slides, audio-visual aids and lesson plans/lecture notes	Before the workshop	40%
2	Timesheets related to workshops conducted by the Training Consultant	Just after completion of the workshops	45%
3	Submit an evaluation report upon completion of each workshop - The report should analyze and assess participant evaluations; identify problem areas and make suggestions for improvement; assess the workshop's overall success in meeting objectives; and recommendations for improvements	Submitted within 15 days following conclusion of the workshops	15%